

CONCLUSION TO TRAINING COURSE

1. ORGANIZATION

- a. Purpose: To impart to the student a final recapitualtion of the essentials of CIA organization, mission, functions and objectives, an acquaintance with certain CIA administrative procedures and an awareness of the value of good public relations.
- b. Scope: Coverage embraces:
- (1) Capsule roundup of the essentials of CIA organization, mission, functions and objectives.
 - (2) Explanation of CIA administrative procedures selected on the basis of broad rather than intra-office interest.
 - (3) Public relations - within CIA and between CIA and other agencies and departments.
- c. Lectures: Three lectures will be delivered dealing respectively with each of the items under "Scope" above. Each will be followed by a question period.

2. PROGRAM

- a. Lecture: Recapitualtion: CIA Fundamentals

Lecture 30 minutes

Questions 20-30 minutes

Max. Total 1 hour

- b. Precis: Lecture Content

I. CIA Mission and Objectives

II. CIA Organization

III. CIA Functions

c. Lecture: CIA Administrative Procedures

Lecture 40 minutes (estimated)

Questions 10-20 minutes

Max. Total 1 hour (estimated)

d. Precis: Lecture content to be determined.

e. Lecture: CIA Public Relations

Lecture 40 minutes

Questions 10-20 minutes

Max. Total 1 hour

f. Precis - Lecture Content

I. Public Relations within your CIA office

A. Aims, results

B. Examples

II. Public Relations between CIA offices

A. Aims, results

B. Examples

C. Problems of special offices

III. Public Relations between CIA and other agencies and departments

A. CIA Policy

B. Liaison aims, channels and problems

C. Working level contacts

g. Farewell remarks

h. Checkout procedure as directed

(1) Includes submission of written comments on the Course.

i. End of the Training Course